

3 FAH-1 H-2620

SKILL CODE CHANGE PROCEDURES: SPECIALIST AND GENERALIST

(TL:POH-091; 05-01-2003)
(Office of Origin HR/RMA)

3 FAH-1 H-2621 PURPOSE

(TL:POH-66; 06-05-2001)
(State Only)
(Applies to Foreign Service Only)

- a. These procedures provide an opportunity by which tenured specialist and generalist Foreign Service (FS) personnel in the Department of State may redirect their career paths, within their class and field (i.e., senior-to-senior, specialist-to-specialist, generalist-to-generalist, and generalist-to-specialist) by changing the primary functional skill codes they:
 - (1) Were given upon entry into the Foreign Service;
 - (2) Were given by the Coning Designation Board (CDB); or
 - (3) Attained through a previous skill code change; The Department maintains this program to encourage the development of the most effective work force and as one tool of work force management.
- b. Qualified personnel are encouraged to seek assignments to enable them to move into categories that the Director General determines are in deficit. The Department will make best faith efforts to assure that personnel who obtain these assignments be given appropriate training.
- c. In addition, the Director General, in the best interests of the Service, may designate additional human resources functional skill codes for conversion opportunities in areas that are not specifically in deficit.
- d. Qualified personnel are encouraged to apply for skill code changes in response to the Department's shifting personnel resource requirements, when their own individual experiences, interests, and aspirations warrant.
- e. Applications for the multifunctional secondary skill code will be entertained without respect to deficit calculations.

3 FAH-1 H-2622 LIMITATIONS

(TL:POH-23; 10-07-1996)

(Effective 04-15-1996)

(State Only)

(Applies to Foreign Service Only)

- a. These procedures cover changes in all primary functional skill codes for tenured specialist and generalist personnel, and the secondary skill code of Multifunctional (0060).
- b. This subchapter applies to all skill code conversions.
- c. For additional steps in the process of skill code changes and specialist to generalist conversion, please see 3 FAH-1 H-2650.

3 FAH-1 H-2623 CERTIFICATION OF NEEDS

3 FAH-1 H-2623.1 Certified Deficit and Non-Deficit Positions

(TL:POH-51; 04-28-1999)

(State Only)

(Applies to Foreign Service Only)

- a. Each year the Director General will certify, by skill code and grade, those generalist and specialist skill codes for which there are projected shortages of employees. The shortages that can be filled by functional skill code changes will be announced at the start of the annual Skill Code Change Season.
- b. In addition, the Director General, in the best interests of the Service, may designate additional personnel functional skill code areas for conversion opportunities in areas that are not specifically in deficit.
- c. All employees who wish to change their primary functional skill code in accordance with 3 FAH-1 H-2623.1, paragraphs a and b above, and who meet the eligibility criteria and qualification requirements may apply for consideration.

3 FAH-1 H-2623.2 Functional Skill Codes

(TL:POH-091; 05-01-2003)

(State Only)

(Applies to Foreign Service Only)

The following are the functional skill codes to which these skill code regulations apply (see 3 FAH-1 H-2623 Exhibit H-2623.3 for definitions):

2010	Management
2101	Financial Management
2201	Human Resources
2301	General Services
2501	Security
2550	Security Engineering
2580	Diplomatic Courier
3001	Consular Affairs
280	Information Management
2881	Information Programs Administration
2882	Information Management Technical
2884	Information Technology Management
4100	Printing
4200	Information Resource
4300	English Language Programs
4400	Public Diplomacy
4200	Cultural Affairs Officer
5015	Economics
5505	Political Affairs
5535	Labor Affairs
6110	Medicine
6115	Nursing
6020	Environment, Science, and Technology
6070	Narcotics
6125	Psychiatry
6145	Medical Technology
6217	Facility Maintenance
6218	Construction Engineering

3 FAH-1 H-2623.3 Multifunctional-Skill Code 0060 (For Generalists Only)

(TL:POH-66; 06-05-2001)

(State Only)

(Applies to Foreign Service Only)

- a. Applications from those employees wishing to apply for the secondary skill code 0060 will be accepted (provided they meet the other eligibility criteria and qualification requirements) without respect to the number of employees already holding this skill code designation.

- b. Positions designated 0060 will automatically confer multifunctionality, if qualifying service requirements are met. In addition, service in "G" bureau positions after August 22, 1997, and in "T" bureau positions, after August 30, 2000, will automatically cover multifunctionality, if qualifying service requirements are met. See 3 FAH-1 H-2626.
- c. Definitions are published in 3 FAH-1 H-2623 Exhibit H-2623.3.

3 FAH-1 H-2623.4 International Relations Officer, Generalist-Skill Code 6080

(TL:POH-51; 04-28-1999)
(State Only)
(Applies to Foreign Service Only)

- a. The 6080 Code IROG (International Relations Officer, Generalist-Skill) positions may or may not qualify for functional or multifunctional skill code changes, depending on the specific content of the position and the primary skill code of the employee.
- b. The definition is published in 3 FAH-1 H-2623, Exhibit H-2623.3.

3 FAH-1 H-2624 MANAGEMENT REVIEW

(TL:POH-66; 06-05-2001)
(Effective 04-15-1996)
(State Only)
(Applies to Foreign Service Only)

M/DGHR will periodically review skill codes and staffing indicators of Foreign Service positions to ensure appropriate classifications are assigned.

3 FAH-1 H-2625 ELIGIBILITY CRITERIA

(TL:POH-23; 10-07-1996)
(Effective 04-15-1996)
(State Only)
(Applies to Foreign Service Only)

All tenured Foreign Service employees (tenure code 01, worldwide Foreign Service Career) who are eligible by personnel category, qualified by skill code, and who occupied appropriate positions as indicated by their official assignment history, may apply for a skill code change providing the following

basic requirements have been met.

3 FAH-1 H-2625.1 Functional Skill Code Conversion

(TL:POH-23; 10-07-1996)

(Effective 04-15-1996)

(State Only)

(Applies to Foreign Service Only)

- a. A skill code is available for conversion if it was advertised as either being in deficit or had been designated as being available for conversion in accordance with 3 FAH-1 H-2623 at the employee's grade.
- b. At the deadline date for applications, the employee must have served a minimum of 33 months out of the last six years in positions that perform the functions of the new code. An applicant for multifunctional designation must have satisfactorily completed 22 months of duty within the last six years in the position which provides the basis for multifunctional designation. Applicants who are serving in a qualifying position at the time of application may count assumed assignment time through September 30 of the year of application in calculating their minimum requirements.
- c. Qualifying service must be documented in the employee's Official Performance File (OPF) in a position or positions which have the Foreign Service skill code or staffing indicator in the field or closely related sub-functions of the skill code to which the applicant is applying for a change. A position with only a staffing indicator of 0060 does not by itself qualify an officer for multifunctional skill code.
 - (1) Using information provided in 3 FAH-1 H-2626 and the OPF, the skill code change panels will determine whether specific service qualifies as closely related.
 - (2) Service in some inter-functional positions (with 6080 skill codes and staffing indicators) may be considered in computing service in the cone aspired to if the work requirements statement clearly indicates that the work performed was specifically relevant to the desired skill code. However, in such cases, the employee will need to have demonstrated skills in areas of the desired skill code.

3 FAH-1 H-2625.2 Acquisition and Revalidation of the 0060 Multifunctional Secondary Skill Code

3 FAH-1 H-2625.2-1 Generalist Promoted Between 1986 and 1989

(TL:POH-23; 10-07-1996)

(Effective 04-15-1996)

(State Only)

(Applies to Foreign Service Only)

Generalist Foreign Service officers who were promoted multifunctionally between 1986 and 1989 automatically acquired the 0060-Secondary skill code and will retain it until their next promotion at which time they will need to recertify.

3 FAH-1 H-2625.2-2 Other Foreign Service Officers

(TL:POH-51; 04-28-1999)

(State Only)

(Applies to Foreign Service Only)

- a. Other generalist Foreign Service officers who wish to acquire the 0060-Multifunctional secondary skill code in addition to their primary functional skill code must demonstrate that they have had 22 months of experience at the current grade and within the past six years in a position designated multifunctional (0060) as a primary skill code or a cross-functional conal assignment that required performance of functions not typically a part of their primary functional skill.
- b. Applications will be accepted from officers whose required 22 months of service will be completed by September 30 of the year of application provided they are already serving in a qualifying position.
- c. The employee's Official Performance File (OPF) must show that the member has had qualifying experience in an MFL (multifunctional) position, or with respect to non-MFL positions, that the member has had qualifying experience that has demonstrated skills in a cone other than the member's primary cone.

3 FAH-1 H-2626 APPLICATION PROCEDURES

(TL:POH-51; 04-28-1999)

(State Only)

(Applies to Foreign Service Only)

- a. The meetings of the Skill Code Change Panels are held annually upon completion of the review described in 3 FAH-1 H-2623. These meetings

will be held no later than the end of April of each year.

- b. Employees seeking a functional skill code change to a skill code declared available by the Director General, or seeking the addition of the multifunctional secondary skill code, and who are eligible under criteria stated in 3 FAH-1 H-2625 should submit an application by memo or cable directed to their career development officer (CDO).
- c. The application should be in brief narrative form and include:
 - (1) State employee's name, personal grade level, social security number, and current primary skill code;
 - (2) A formal request for a skill code conversion to a skill code designated and announced as available for conversion or the addition of the multifunctional secondary skill code;
 - (3) A statement that identifies the employee's qualifying experiences and may expand on position work statements to clarify the qualifying nature of the work when necessary. These work statements are the cover page of the EER form found in the Official Performance File (OPF); and
 - (4) A statement that identifies, for those seeking the multifunctional skill code, those elements of the qualifying assignment which are distinct from the applicant's primary skill code and, therefore, justify the multifunctional designation.
- d. Only members of the Skill Code Change Panel evaluating the application will have access to this narrative, which will not be made a part of the employee's OPF.

3 FAH-1 H-2627 SKILL CODE CHANGE PANELS

(TL:POH-23; 10-07-1996)
(Effective 04-15-1996)
(State Only)
(Applies to Foreign Service Only)

Applications for skill code change are considered by the appropriate Skill Code Change Panel. The Panel determines the competitiveness of the employee, taking into consideration the eligibility criteria described in 3 FAH-1 H-2625 and the work and performance documentation (see 3 FAH-1 H-2626).

3 FAH-1 H-2627.1 Purpose

(TL:POH-23; 10-07-1996)

(Effective 04-15-1996)

(State Only)

(Applies to Foreign Service Only)

- a. It is the responsibility of the appropriate panel to determine the eligibility and, if eligible, the qualifications of the employee for service in the primary functional skill code for which the employee has made application.
- b. The Panel will also evaluate the basis on which any application is made for the addition of the multifunctional alternate skill code.
- c. Panel decisions to recommend a skill code change are by majority vote and may not be appealed.

3 FAH-1 H-2627.2 Composition

3 FAH-1 H-2627.2-1 Primary Skill Code Change Panel

(TL:POH-66; 06-05-2001)

(State Only)

(Applies to Foreign Service Only)

- a. The Panel will consist of five voting members:
 - (1) The gaining and losing CDOs;
 - (2) A representative of the HR/CDA division serving the area where the employee is presently assigned;
 - (3) An employee from outside the Bureau of Human Resources (preferably the functional bureau that oversees the functional skill code that is being sought) whose primary skill code is the same as the one to which the applicant aspires; and
 - (4) The Career Continuity Counselor.
- b. A representative of the Director of HR/CDA serves as the non-voting panel chairperson.

3 FAH-1 H-2627.2-2 Multifunctional Panel

(TL:POH-66; 06-05-2001)

(State Only)

(Applies to Foreign Service Only)

- a. The multifunctional panel will consist of seven voting members:
 - (1) A CDO representing each cone;
 - (2) The Career Continuity Counselor; and
 - (3) One voting member from outside of the Bureau of Human Resources.
- b. The HR/CDA Director's representative will serve as the non-voting panel Chairperson for the Multifunctional Panel.

3 FAH-1 H-2627.3 Standards for Evaluating Primary Skill Code Conversions

(TL:POH-51; 04-28-1999)

(State Only)

(Applies to Foreign Service Only)

The fact of having served in a position with a skill code other than the employee's skill code does not, in itself, entitle the employee to a change in skill code nor qualify for multi-functionality. The following standards are used:

- (1) The Skill Code Change Panel, using the approved promotion precepts, will review the skill code conversion candidate's Official Performance File (OPF) and the performance evaluations covering those periods identified as qualifying (3 FAH-1 H-2626 paragraph c(3)) and determine whether a skill code change is appropriate;
- (2) The OPF must clearly demonstrate to the Panel that the employee is currently competitive with his or her peers (in the skill code to which the employee aspires) and has the potential to serve across the normal career span; and
- (3) If the panel concludes that the employee's performance is not currently competitive with his or her peers or that the employee does not have the potential to serve across a normal career span, the application for skill code change will be denied.

3 FAH-1 H-2627.4 Rank-Order Registers

(TL:POH-51; 04-28-1999)
(State Only)
(Applies to Foreign Service Only)

- a. For functional skill codes for which conversion opportunities might be limited due to lack of deficits, the Panel will prepare a rank-order register by the functional skill code and grade of those employees recommended for conversion.
- b. Using the approved promotion precepts, the Panel will rank-order the employees based on their documented performance and demonstrated potential for advancement in the desired skill code as reflected in the Official Performance File.
- c. The assignment of the multifunctional secondary skill code will not depend on the availability of deficits. The Panel will in these instances compile a roster of those employees whose assignment history qualifies them for the multifunctional skill code.

3 FAH-1 H-2627.5 Primary Skill Code Conversion Process

(TL:POH-66; 06-05-2001)
(State Only)
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- a. The recommendations of the Skill Code Change panel will be forwarded to the Director General for final approval.
- b. Based on the Director General's decision, the Chairperson of the Skill Code Change Panel will inform the losing and gaining CDOs of those employees who have been placed on the registers for skill code conversion.
- c. The successful applicants will be informed by their gaining CDOs in writing of their conversion, and copies of this communication and their application will be placed in their Career Development Counseling (CDC) file.
- d. Generalist officers who convert to a specialist skill code will be required to resign their commission upon notification that they have been granted a new primary skill code.
- e. A Form SF-50, *Notification of Personnel Action*, will be prepared by HR/CDA and placed in the Administrative Folder to record the change in the successful employee's skill codes.

3 FAH-1 H-2627.6 Unsuccessful Candidates

(TL:POH-66; 06-05-2001)

(State Only)

(Applies to Foreign Service Only)

- a. Any employee who is not recommended for a skill code change by the Panels as well as those below the cutoff point on the rank-order lists will be notified in writing by HR/CDA. This notification will contain an explanation for the denial of the application. This communication and the employee's application will not be placed in the employee's Career Development Counselor (CDC) file. Further, no record of the application will be noted in the CDC file or the Official Performance File (OPF).
- b. Such employees will be able to reapply in future years, providing they meet the eligibility criteria in 3 FAH-1 H-2625 at the time of their subsequent application.
- c. Unsuccessful applicants will continue to be assigned and compete for promotion on the basis of their primary skill code of record.

3 FAH-1 H-2628 –H-2629 UNASSIGNED

3 FAH-1 H-2623 EXHIBIT H-2623.3 SKILL CODE FOREIGN SERVICE DEFINITIONS

(TL:POH-091; 05-01-2003)

+Position-only Codes

*Work Code

0000 Executive Program Direction

0010 Executive (PAS)

Positions with this skill code require Presidential nomination and Senatorial confirmation. This code will be given to non-career employees nominated by the President and confirmed by the Senate.

0035 Executive (Other Agency)

Positions with this skill code require Presidential nomination and Senatorial confirmation. This code will be given to career employees of other Foreign Affairs agencies who are serving on Presidential appointments within the Department.

0060 Multifunctional Officer

This code identifies positions that involve substantive policy analysis/formulation/execution, as well as significant application of management skills such as staff supervision, resource management, and extensive interagency liaison/coordination.

A position that is designated only for members of one of the functional cones is not a multifunctional position. The multifunctional skill code 0060 will be awarded to employees as an alternate skill code in addition to one of the other personal skill codes.

2010 Management

This code includes positions that provide or obtain a variety of management services essential to the direction and operation of Foreign Service posts and bureaus in the Department. The work requires knowledge of: (a) management principles, practices, and techniques applied to effectively use resources and (b) Foreign Service regulations and procedures for the achievement of the objectives of management and the solution of operating problems.

2050 Inspection (Functional)+

This code includes positions that supervise or perform inspections of Foreign Service posts and Department of State bureaus to evaluate and improve the conduct, economy, and efficiency of resources, programs, and operations.

2080 Administrative Support+

This code includes positions that perform specialized clerical and technical work for which no substantive or support field skill code is appropriate. The work requires practical knowledge and application of procedures, practices, and regulations governing the administrative functions at Foreign Service posts and bureaus in the Department.

2101 Financial Management

This code includes positions that manage or direct financial resources of Foreign Service posts and the Department. Minimum responsibilities include accounting, budgeting, and financial management reporting.

2102 Financial Management+*

This code is used by HR/RMA for workforce planning purposes. The definition is the same as for 2101 Financial Management.

2103 Inspection-Audit/Finance+*

This code is used by HR/RMA for workforce planning purposes. The definition is the same as for 2101 Financial Management.

2112 Fiscal Administration

This code includes positions that supervise or perform professional work of an accounting, budgetary, or financial management nature not covered by a specific skill code in the finance field.

2125 Budget Administration+

This code includes positions that supervise or perform professional work in the processes of budget formulation, presentation, and/or execution for both Foreign Service posts and domestic operations. The work includes financial planning, control, and reprogramming of funds, or other operational budget activities.

2201 Human Resources

This code includes positions that direct or assist in the direction of a human resources program of an organization and requires knowledge and

application of the theories, concepts, and principles of human resources management throughout Foreign Service posts and bureaus in the Department.

2202 Human Resources Management+*

This code is used by HR/RMA for workforce planning purposes. The definition is the same as for 2201 Human Resources Management.

2235 Human Resources Staffing+

This code includes positions that supervise or perform work that involves applying professional knowledge of the principles, practices, and techniques of recruitment, examination, selection, and/or placement for the Department of State.

2250 Position Classification+

This code includes positions that supervise or perform work determining:

- (1) Pay systems, groupings, titles, grades, and compensation;
- (2) Salary and wage administration;
- (3) Occupational analysis; or
- (4) Related organizational and position analysis and evaluation activities for domestic positions and positions abroad in the Department of State.

2255 Employee Relations+

This code includes positions that supervise or perform guidance, consultative, or assistance functions to management and employees in matters such as grievance, discipline, adverse action, performance evaluation, productivity, and morale.

2265 Equal Opportunity

This code includes positions that supervise or perform professional work in the investigation, evaluation, and correction of discriminatory practices.

2275 Human Resources Support+

This code includes positions that perform clerical or technical work auxiliary to a human resources management program that requires practical understanding of human resources rules, regulations, and procedures.

2301 General Services

This code includes positions that plan, direct, coordinate, and supervise a variety of general support services functions essential to the orderly and efficient accomplishment of the work of Foreign Service posts and bureaus in the Department.

2302 General Services+*

This code is used by HR/RMA for workforce planning purposes. The definition is the same as for 2301 General Service.

2324 Foreign Buildings+

This code includes positions that supervise or perform professional work in the Foreign Buildings Program involving the development and writing of specifications for the design, construction, alteration, repair, and maintenance of buildings at Foreign Service posts. The work also involves negotiating for lease and acquisition of property, sites, and buildings in foreign countries.

2325 Building Services +

This code includes positions that supervise or perform work that involves managing buildings or other facilities at posts abroad and at Washington, DC, in order to:

- (1) Provide the Department with appropriate space and essential building services;
- (2) Plan and coordinate alterations to buildings and space allocation; and/or
- (3) Administer programs such as fire and security protection, safety procedures, and building and grounds maintenance.

2335 Transportation And Freight+

This code includes positions that supervise or perform work in procuring common carrier or other transportation means for domestic or foreign movement or storage of freight and household and personal effects.

2345 Supply And Procurement+

This code includes positions that supervise or perform work involving procurement, receiving, storage, and issuance of equipment and supplies; including local purchase, requisitioning, bid requesting, and contractual agreements.

2380 General Services Support+

This code includes positions that perform technical or clerical work incidental to the management of facilities, building services, supply, maintenance, transportation, or other Department support services at Foreign Service posts and bureaus in the Department.

2501 Security

This code includes positions that perform or manage security work at posts abroad and domestic locations. Security work involves the protection of persons, property, and information from unauthorized disclosure, sabotage, or physical harm, and the conduct of various types of investigations. The following activities are typical of security work:

- (1) Conducting criminal, administrative, personnel security, and suitability investigations;
- (2) Providing protection;
- (3) Detecting, investigating, and evaluating counterintelligence and counter-terrorist information and incidents;
- (4) Evaluating adequacy of security defenses;
- (5) Preventing, detecting, and investigating security violations and incidents;
- (6) Serving as liaison with foreign governments and U.S. law enforcement and security services;
- (7) Enhancing the security awareness of personnel, and training, educating, and assisting in the professional development of more junior security personnel; and
- (8) Providing security assistance to U.S. businesses abroad.

2550 Security Engineering

This code includes positions that supervise or perform work that involves applying professional knowledge of electrical and electronics engineering and phenomena for purposes of security systems development and maintenance for use at diplomatic and consular missions abroad.

2560 Security Engineering-Technical

This code includes positions that supervise or perform work involving:

- (1) The installation, maintenance, testing, modification, and/or repair of various types of security, counter-intelligence and/or counter-terrorism equipment and systems;
- (2) Regional field support and technical assistance to missions abroad; and
- (3) Assisting in technical site surveys to determine security, counter-intelligence, and/or counter-terrorism requirements at facilities abroad. The work requires:
 - (a) A practical knowledge of the methods and techniques of engineering or facilities maintenance;
 - (b) The ability to apply that knowledge to duties involved in functions such as testing, installation and maintenance of security, counter-intelligence and/or counter-terrorism equipment; and
 - (c) Knowledge of the capabilities, limitations, operations, design characteristics, and functional use of a variety of types and models of security, counter-intelligence and/or counter-terrorism equipment, and systems.

2580 Diplomatic Courier

This code includes positions which supervise or perform work involving the safeguarding and personal escorting of diplomatic pouches containing sensitive and urgent correspondence and documents of the U.S. Government.

2601 Program And Management Analysis+

This code includes positions that supervise or perform work to develop, analyze, evaluate, advise and improve the effectiveness of work methods and procedures, operating programs, organizations, manpower utilization, management controls, information and documentation systems, and similar functions of management.

2880 Information Management

This code includes positions that manage, supervise, or perform work involving:

- (1) Installation, operation, and/or security administration of mini/micro/mainframe ADP and telecommunications systems;
- (2) Overseeing the implementation of Department and industry

standard procedures over the myriad of proposed and existing applications, expert systems, hardware facilities, site documentation, and standard operating procedures at post;

- (3) Organizing and directing training programs for end-users;
- (4) Liaison with Department offices on problem resolution, technical assistance personnel, and additional resources issues;
- (5) Overseeing all communications and ADP or systems equipment and other information management facilities at post including related security, electrical, and environmental systems;
- (6) Overseeing inventories and maintenance of telephone, radio, and related special equipment;
- (7) Coordinating assistance for constituent post support;
- (8) Providing guidance to post on industry trends and Departmental programs in the area of information management;
- (9) Overseeing computer and telecommunications contracts and agreements with local vendors and host country telecommunications services;
- (10) Conducting systems planning and development appraisals to improve existing systems operations and better determine necessary user requirements; and
- (11) Managing and providing operational support as required for other information services such as telephone, telegram and mail distribution, and assembly and breakdown of Diplomatic pouches.

2881 Information Programs Administration+

This code includes positions involving supervision and management of work in functions such as:

- (1) Establishing telecommunications and/or ADP systems requirements and objectives;
- (2) Coordinating telecommunications and/or ADP projects; and
- (3) Managing operating systems or segments of telecommunications and/or ADP systems.

The work requires both managerial skills and broad technical knowledge of

telecommunications and/or ADP systems and operations as applied to the Department of State telecommunications and/or ADP networks abroad.

2882 Information Management—Technical

This code includes positions that manage, supervise, or perform work involving:

- (1) The design, installation, and maintenance of various telecommunications, radio, telephone, and computer systems;
- (2) The design, installation, and maintenance of client or server-based local and wide area networks;
- (3) Regional field support and technical assistance to missions *abroad*;
- (4) Oversight of assorted hardware procurement, logistic, and maintenance programs;
- (5) Technical site surveys to determine structural and technical requirements at office buildings abroad; and
- (6) Fault isolation and technical control of voice frequency leased lines, and digital and radio network components.

The work requires extensive knowledge of electronics theory and practices. The ability to effectively troubleshoot personal computers (PC) and PC software applications is desirable.

2884 Information Technology Management

This code includes positions involving supervision and management of work in functions such as:

- (1) Managing Information Technology (IT) and telecommunications programs, projects, resources, operations, and/or services;
- (2) Coordinating IT and telecommunications programs and projects; and
- (3) Managing IT and telecommunications program resources

The work requires leadership, managerial skills, and broad technical knowledge of IT and telecommunications systems and operations as applied to the Department of State IT and/or telecommunications network.

3001 Consular Affairs

This code includes positions that supervise or perform professional work involving the conduct of U.S. foreign policy negotiations or contact with host government officials on subjects concerning:

- (1) Protection and welfare of U.S. nationals abroad;
- (2) The adjudication and processing of visa applications;
- (3) Determination of U.S. citizenship and issuance of U.S. citizenship documentation;
- (4) Judicial assistance;
- (5) Seaman and shipping functions;
- (6) Notarial functions;
- (7) The processing of refugees for resettlement in the United States; and
- (8) Federal benefits and other U.S. Government agencies' activities.

3020 Passport Affairs+

This code includes positions that supervise or perform work involving U.S. citizenship determinations in the adjudication of passport applications and other passport services.

3030 Visa Affairs+

This code includes positions that supervise or perform work involving the adjudication of applications for U.S. visas and processing refugees for resettlement in the United States.

3055 U.S. Citizen Services+

This code includes positions that supervise or perform professional work involving:

- (1) Protection of the rights and property of U.S. citizens or nationals abroad;
- (2) Documentation of the acquisition and loss of U.S. nationality;
- (3) The provision of assistance in welfare, whereabouts, repatriation, deaths, and estates;
- (4) Judicial assistance; and

- (5) Procedures, treaties, and conventions applicable to U.S. nationals, including agencies that pay Federal benefits.

3080 Consular Support+

This code includes consular agent and paraconsular assistant positions, which perform specialized clerical and technical level work not requiring consular commissions incidental to the issuance of citizenship documentation including:

- (1) Passports and reports of birth;
- (2) The issuance of visas and refugee documentation;
- (3) Administering consular oaths; and
- (4) Limited consular functions, such as the execution of applications which involve the welfare, interests, or the provision of services to U.S. nationals and U.S. agencies abroad.

4100 Printing

This code includes positions that manage the operation and maintenance of an U.S. Government printing facility located in Manila, Philippines.

4200 Information Resource

This code includes positions that supervise or perform professional work involving the management and operation of Information Resource Centers worldwide. The positions are responsible for:

- (1) Twice yearly visits to Missions abroad to provide consultations on Information Resource Center development ensuring the most cost-effective mix of electronic and print resources and services;
- (2) Evaluating management policies and practices affecting information capabilities;
- (3) Implementing new information technologies; and
- (4) Managing the professional development of Foreign Service National staff, creating training programs and workshops, providing training, and demonstrating cutting-edge U.S. technology.

4300 English Language Programs

This code includes positions that supervise or perform professional work involving the planning, execution, evaluation and materials assistance to

guarantee effective English language programming in support of the Public Diplomacy skill code's cultural and information objectives. Positions may also be responsible for working with ministries of education and universities on curriculum, teacher training, test and materials development. The work requires knowledge of modern methodology, educational administration, and program management.

4400 Public Diplomacy

This code includes positions that manage, supervise, or perform professional work that informs and influences the public abroad in regard to U.S. foreign policy objectives. The work involves:

- (1) Explaining to foreign audiences the complexities of United States society and culture, and the current Administration's foreign policy agenda;
- (2) Establishing linkages at personal, institutional, and governmental levels;
- (3) Arranging and conducting programs that address key issues in either a bilateral or multilateral context;
- (4) Building relationships, encouraging the expansion of bilateral networks, and developing influential support for programs linking the with the host country;
- (5) Conducting both Congressionally mandated and other types of exchange programs;
- (6) Serving as the embassy spokesperson, and handling all media inquiries concerning official U.S. Government policy;
- (7) Placing material with local TV, radio, and print media, and maintaining an active dialogue with both information "gatekeepers" and the wider public of the host country; and
- (8) Monitoring local media coverage as it pertains to the United States presence in the host country.

Information Officer+

This code includes positions that manage, supervise or perform professional work that involves contact with the host country and international media, specifically serving as the embassy spokesperson, providing information to the media, explaining U.S. foreign and domestic policy, placing material with local TV, radio and print media, and assisting mission members in dealing

with members of the press. Positions may also involve organizing press conferences, speech writing, managing the Mission's Information Resource Center, setting up press centers for United States and international press, briefing the senior embassy staff on media trends and providing assessments of local media commentary to policymakers in Washington.

4420 Cultural Affairs Officer+

This code includes positions that manage, supervise, or perform professional work with responsibility for public diplomacy programming that supports long-range U.S. foreign policy interests in the host country. Positions may involve managing the mission's information resource center, organizing local and regional conferences on bilateral and multilateral issues, managing the post's English Language Program, the International Visitors Program, the Fulbright Program and other exchange programs that are Congressionally mandated or are country or region specific. Positions may also be responsible for cultural programming and establishing linkages with academic institutions.

4505 Information+

This code includes positions that supervise or perform professional work in the dissemination of information about activities of the Foreign Service and the Department of State through communications media; or advise management concerning the information needs of the public.

4525 Translation+

This code includes positions that supervise or perform work in rendering the written word from a foreign language into English or from English into a foreign language.

4535 Interpreting+

This code includes positions that supervise or perform work in interpreting the oral statements of others from or into another language.

4545 Scientific Linguistics+

This code includes positions that supervise or perform professional work in the anthropological science of linguistics such as language structure analysis, the study of language development, cultural factors, and language interrelationships.

5015 Economics

This code includes positions that supervise or perform work in

recommending, analyzing, or reporting economic and commercial policies, developments or issues in a host country, region or economic system; or that develop or execute economic policy; promote U.S. economic interests and goals; and/or provide assistance to U.S. businessmen abroad.

5025 Finance and Economic Development

This code includes economic positions requiring specialized knowledge related to:

- (1) The international aspects of monetary and banking problems;
- (2) Exchange rates;
- (3) Stabilization and control;
- (4) Movement of capital;
- (5) Balance of payments;
- (6) International and domestic aspects of foreign loans;
- (7) International financial agreements; and
- (8) Planning, development, and implementation of foreign economic assistance programs.

The work requires knowledge of U.S. foreign policy as well as the political, cultural, social, and economic conditions of a country or region.

5030 International Transportation And Communications+

This code includes positions involving analysis, evaluation, or reporting on economic aspects of international transportation and communications industries, such as regulatory control, competitive carrier practices operations, facilities, and services.

5040 Trade+

This code includes positions that supervise or perform work in the formulation, review, and implementation of trade policies; expansion of trade; customs; tariffs; marketing; or commercial practices applied domestically and internationally which affect the exchange of goods and services.

5050 Economic Resources And Commodities+

This code includes professional positions concerned with the study and

analysis of problems relating to the development, improvement, evaluation, use, processing, and preservation of organic and inorganic natural resources. The work requires a fundamental background in the physical sciences.

5505 Political Affairs

This code includes positions that supervise or perform work predominantly political in nature in the formulation and implementation of U.S. foreign policy. The work involves the collection, analysis, and reporting of information relating to policy issues for the purposes of developing recommendations and implementing plans, negotiation, or official representation of the U.S. Government to the host government.

5520 Political-Military Affairs

This code includes positions that supervise or perform work involving:

- (1) Analysis and reporting of foreign policy implications of U.S. military presence or activity;
- (2) National security policy;
- (3) Host-country military development;
- (4) Arms control;
- (5) Multilateral defense policy; or
- (6) Related military matters.

5535 Labor Affairs+

This code includes positions supervising or performing work in the collection, analysis, and reporting of the entire range of trade union activities and their impact on political-economic developments and on U.S.-host-country relations, and liaison between foreign labor ministries and unions and their U.S. counterparts.

5810 Intelligence Research+

This code includes positions that supervise or perform analysis and evaluation of collected intelligence information, drawing and interpreting inferences pertinent to the formulation and execution of foreign policy. The work requires knowledge of one or more social, physical, engineering, or military sciences.

6020 Environment, Science And Technology+

This code includes positions that evaluate scientific, technological, and environmental developments and achievements to recommend or implement scientific aspects of U.S. foreign policy. The work requires professional education and background in the physical sciences, usually of a multidisciplinary nature.

6030 Protocol Operations+

This code includes positions that supervise or perform work in matters of international protocol such as rights and immunities of representatives of foreign governments to the United States; or in the performance and observance of national and international customs, ceremonies, and etiquette of the diplomatic corps.

6045 Congressional Relations+

This code includes positions that supervise or perform work involving:

- (1) Liaison, coordination, or administrative activities between the Department and Congress;
- (2) Presentation of legislative programs to Congress on behalf of the Department; or
- (3) Assistance, service, or information requested by Congress from the Department.

6050 Political And Economic Affairs+

This code includes positions that supervise or perform work involving both the political and economic aspects of international relations. The work involves the collection, analysis, and reporting of political and economic information relating to U.S. foreign policy objectives. The work requires knowledge of political and economic analysis, reporting, negotiations, policy formulation, implementation, official representations to the host government, and promotion of U.S. political and economic interests.

6070 Narcotics Control+

This code includes positions that supervise or perform work in the development and establishment of international policies, programs, and agreements adopting the control of narcotic substances.

6080 International Relations+

This code includes positions that are not covered by any single generalist skill code and that require a mix and/or variety of functional skills and abilities common to several different Foreign Service Generalist skill codes.

Positions covered by this skill code indicate that any well-rounded Foreign Service Generalist, who has demonstrated knowledge of Foreign Service principles, practices and techniques can perform the work of the position.

6085 Community Liaison

This code is limited to positions at posts abroad that supervise and perform family and community liaison functions. These functions include welcoming; dependent employment; community liaison; recreation and cultural activities; and counseling and referral.

6090 Refugee Affairs+

This code includes positions that supervise or perform work in the collection and analysis of information relating to refugee programs and the planning and direction of these programs.

6110 Medicine

This code is limited to positions for physicians who supervise or perform professional and scientific work in one or more fields of medicine requiring a professional medical education and which requires a valid license to practice medicine and/or surgery.

6115 Nursing

This code is limited to positions that provide direct nursing care to patients, administer supportive treatments, promote better health care, or perform research or training in one or more fields of nursing.

6125 Psychiatry

This code is limited to positions for physicians who are certified to practice medicine or surgery and who supervise or perform work in the practice and/or science of treating mental disorders.

6145 Medical Technology

This code is limited to positions that perform or design chemical, bacteriological, hematologic, cytologic, and other tests and examinations used in the diagnosis, care, and treatment of patients. The work requires professional education, American Society of Clinical Pathologists (ASCP) registration, and/or Department of Health and Human Services (HHS) certification or equivalent.

6217 Facility Maintenance

This code includes positions which are responsible for maintaining and

repairing U.S. Government owned and leased property abroad including office and apartment buildings, residences, warehouses, etc. All positions require experience and expertise in the operation and maintenance of mechanical and electrical systems (e.g., elevators, heating, ventilating, air conditioning systems, plumbing and sanitary systems, and other special equipment). Positions also require the ability to evaluate and estimate workload requirements, short and long-range resource requirements, and the maintenance effort being expended. Facility Supervisor and Facility Manager positions are responsible for executing and supervising/managing rigorous maintenance programs and directing and training FSN staff in the maintenance and operation of technically sophisticated building systems.

6218 Construction Engineering

This code includes positions that supervise or perform professional civil engineering work involving layout and scheduling of operations and inspection and surveillance of materials, methods, and equipment used in construction.

6220 Attorney-Adviser

This code is limited to positions at posts abroad that provide counsel and perform duties related to:

- (1) International and host-country law;
- (2) Treaties;
- (3) Agreements; and
- (4) Foreign and U.S. legal matters.

7010 Junior Officer+

7020 Rotational Officer+

7072 Reassignment+

7073 Separation+

7074 Detail+

7075 Medical+

7076 Training+

7077 Officer-in-Transit+

7078 Officer Pending Category Resolution+

7079 Overcomplement+

7090 Leave Without Pay+

7091 Military Furlough+

9017 Office Management

This code includes positions that serve as the principal clerical and administrative support to an individual or immediate staff of an organization and/or perform various office management support and miscellaneous clerical and assistance duties. The work requires knowledge of clerical and administrative procedures, operations of Foreign Service posts and bureaus in the Department, and office management skills.

9040 Support

This code is limited to positions at posts abroad that perform clerical duties. These duties include typing, filing, reception, and related tasks.